



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-7	Subject: REVIEW OF MODERATE AND HIGH RISK STANDARD OPERATING PROCEDURES
Chapter 20: PERSONNEL	Page 1 of 2
	Revision Date: 01/25/02; 06/17/02; 03/14/03 03/06/04
Signature: /s/ Ron Alsbury	Effective Date: 6/1/00

I. BUREAU DIRECTIVE: The Probation and Parole Bureau will optimize risk management and job performance and provide on-going officer training by reviewing procedures and/or policies.

II. AUTHORITY:

DOC 1.4.2, Training Plans
DOC 1.4.3, Training Standards, Requirements, Methods, and Records
46-23-1004, M.C.A. Duties of Department

III. DEFINITIONS:

Review: means reading as a group or individual and may include discussing a policy or procedure.

Frequency: means how often an event or task occurs.

Discretionary time: means how much time the officer will have to react to, respond to or evaluate the situation prior to having to act.

Level of Risk: means the amount of risk involved with a task or event.

Risk Management: means the managing of risk by determining the frequency, discretionary time, and level of risk, of an activity.

IV. PROCEDURES:

With the assistance of the Bureau Training Officer, the Regional Administrator or designee will ensure that P&P Officers attend training and policy reviews that address the following P&P Standard Operating Procedures.

The following will be reviewed on a semi-annual basis during firearms re-qualification:

P&P 100-5 Use of Force and Restraints
P&P 200-1 Use of Firearms

The following will be reviewed on an annual basis. These reviews can be conducted as in-service training by the Regional Administrator or designee and/or can be done independently where the officer reads the policy and signs the attached policy notification that they have conducted this review.

P&P 10-4 Victim Rights and Notification
P&P 60-2 Supervision Strategies and Compliance Monitoring
P&P 60-3 Conditional Discharge from Supervision
P&P 60-4 Searches of Offender's Person, Vehicle, Residence/Confiscation of Offender's Property
P&P 60-7 Restitution, Fees and Fines
P&P 80-1 Travel Permits/In State & Out Of State
P&P 90-2 Incident Reporting

Procedure No.: P & P 20-7	Chapter: PERSONNEL	Page 2 of 2
Subject: FREQUENCY OF PROCEDURES AND POLICY REVIEW		

P&P 100-2	Warrants to Arrest Parolee & DOC Inmates on ISP-PRC
P&P 100-4	Transportation of Arrested Offenders
P&P 120-1	Parole Placement Investigation Procedures
P&P 130-1	Interstate Compact Transfers
P&P 130-2	Report of Violation for Montana Offenders Supervised in Other State
P&P 130-3	Report of Violation for Out of State Offenders Supervised In Montana
P&P 130-4	Offenders Seeking Montana Placement
P&P 130-5	Interstate Compact Reports and Correspondence
P&P 130-6	Interstate Compact Closing Report
P&P 140-1	Adult Offender Discipline and Disciplinary Hearings
P&P 140-2	Preliminary (On Site) Hearings
P&P 140-5	Intervention Hearings
P&P 160-1	Standardized Offender Urinalysis Testing
P&P 230-1	Infectious Diseases

Officers will complete *P&P 20-7 (A) Policy/Procedure/Form Review* after reviews and forward to their supervisor. The supervisor will sign and forward to the Department of Corrections Training Bureau for inclusion in the Officer's training file.

Officers may provide written review comments or recommendations regarding needed procedure or policy revisions using the *P&P 10-3 (B) Policy/Procedure/Form Comment* form.

- V. CLOSING:** Questions concerning this procedure shall be directed to the Bureau Chief, Regional Administrator or designee.

Forms

P&P 10-3 (B)	Policy/Procedure/Form Comment
P&P 20-7 (A)	Policy/Procedure/Form Review for Policy 20-7